

77-3000

15 Sept 77

TO: **ADMINISTRATIVE - INTERNAL USE ONLY**  
Acting Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM: John P. Blake  
Acting Deputy Director of  
Central Intelligence

SUBJECT: FY 1978 Annual Personnel Plan

1. Forwarded herewith are the FY 1978 Annual Personnel Plan formats and instructions. The only additions to the formats are for historical reporting and can be completed by direct line transfers from previous APPs. The history has been included to facilitate the analysis process and to assist in observing changes in several key areas.

2. The APP is used at the ICI level as the primary tool for analyzing the Career Service goals and achievements of personnel management. Particular attention will continue to be paid to WMs, use of POF identified employees, counseling cases, and input to professional status. You are encouraged as the lead of your Career Service to have an analysis of your Directorate APP completed and a comparison made of the Sub-groups within your service.

3. The original and one copy of the Career Service consolidated report and one clean copy of each Sub-group report should be forwarded to the Director of Personnel by Friday, 18 November 1977. The Career Service report should be complete in all parts and prior to submission should be reviewed for errors in arithmetic. Again this year the Office of Personnel will consolidate an Agency report and will complete Career Service comparisons of the APP. These will be reviewed at the ICI level and also made a matter of discussion at a future meeting of the SAC.

John P. Blake

Atts.  
As Stated

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STATINTL

OP/P&C/RS [redacted] cnc (7 SEP 77)